



## Choice Training 1-2: General Pupil Specific Requirements

### 1. General Pupil Specific Requirements

#### 1.1 Training 1-1:



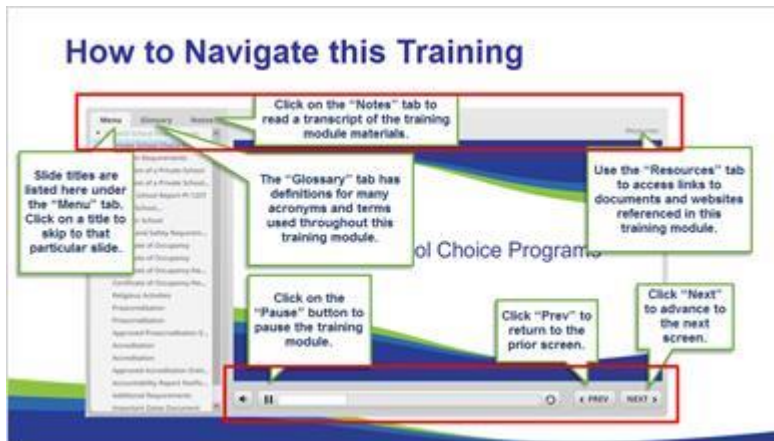
#### Notes:

Welcome to the Wisconsin Department of Public Instruction's training module on the Private School Choice Programs. We will refer to the Private School Choice Programs as "Choice" or "Choice program" throughout this training. The Choice program is governed by Wis. Stat. §§ 119.23 and 118.60, as well as Wis. Admin. Codes ch. PI 35 and 48. Provisions of this training module are subject to statutory and rule changes.

This training module will discuss Choice Program general pupil specific requirements, records, tuition and fees, academic standards and grade promotions.



## 1-2.2 How to Navigate this Training Module



### Notes:

Before we start, here are some tips and tools you may wish to use when viewing this training.

When listening to this training please note the buttons at the top of the training screen. Titles to all of the slides in this training are listed under the “Menu” tab on the top left of the training screen. You may watch the training in its entirety, or you may skip to a specific slide by clicking on the title of a particular slide.

Acronyms and terms that are used throughout this training are defined under the “Glossary” tab on the upper left side of the training screen. If you have any questions about a particular acronym or term that is used in this training, click on the “Glossary” tab to read the definition of that acronym or term.

The “Notes” tab has a transcript of the training materials as they are presented. If you wish to read along with the training, please click the “Notes” tab on the upper left side of the training screen.

We have also posted resources related to this training which can be found under the “Resources” link on the upper right hand side of the training screen.

Next please note the buttons at the bottom of the training screen. If you want to pause on or during a specific slide, please hit the “Pause” button. Clicking the “Prev” button will allow you to return to the previous slide and clicking the “Next” button will allow you to

advance to the next slide, if you wish to advance sooner than the auto-timing.

### ***1-2.3 Progress Records***



**Progress Records**

- A school must maintain progress records for each Choice student while the student attends the school and for five years after the student ceases to attend the school.
- "Progress Records" are defined as pupil's grades, statement of courses taken, attendance records, immunization records, lead screening records and extracurricular activities records. Wis. Stat. § 118.125(1)(c)

**Notes:**

Schools participating in the Choice program must maintain student records for each Choice student while the student attends the school and for five years after the student ceases to attend the school. "Progress records" are defined in statute as grades, courses taken, attendance records, immunization records, lead screening records and extracurricular activities records.

### ***1-2.4 Progress Records-Transfer Requests***

#### **Progress Records-Transfer Requests**

- A school is required to send a Choice student's progress records to another school district or school within 5 working days of receiving written notice from a parent, school, school district or court.
- Send a copy of the Choice student's progress records and retain the original records for at least five years after the student leaves the school.

#### **Notes:**

If requested, a school is required to send a Choice student's progress records to another school district or school within 5 working days of receiving written notice from a parent, school, school district or court. [This is governed by Wis. Stat. §118.125(4)].

Send a copy of the records and retain the original records for at least five years after the student leaves the school.

### ***1-2.5 Progress Records-Parent Requests***

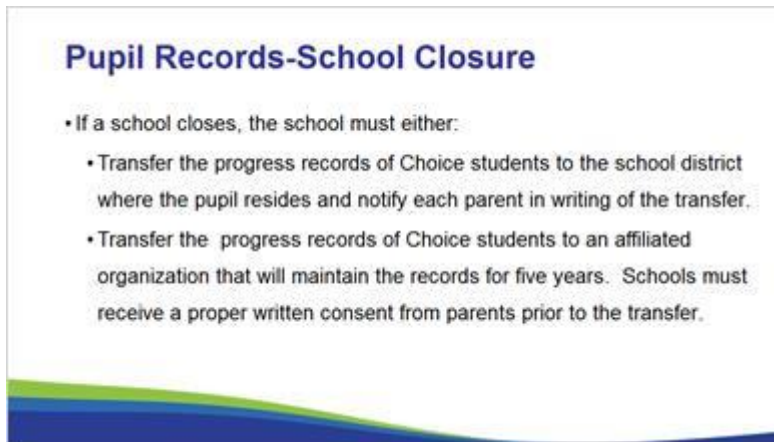
#### **Progress Records-Parent Requests**

- Schools must provide a copy of a Choice student's progress records to parents and adult pupils upon request.
- Retain the original progress records for at least five years after the choice student leaves your school.

**Notes:**

Schools must provide a copy of the Choice student's records upon request. Records must be retained for at least 5 years, unless the department or a law enforcement agency requests longer.

***1-2.6 Pupil Records-School Closure***



**Pupil Records-School Closure**

- If a school closes, the school must either:
  - Transfer the progress records of Choice students to the school district where the pupil resides and notify each parent in writing of the transfer.
  - Transfer the progress records of Choice students to an affiliated organization that will maintain the records for five years. Schools must receive a proper written consent from parents prior to the transfer.

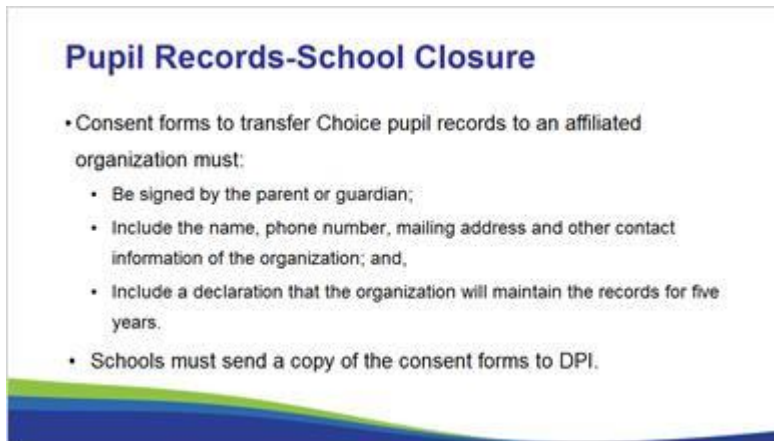
**Notes:**

There are special requirements for student records if a Choice school closes. If closing, the school must either transfer the records to the school district where the pupil resides, and notify each parent in writing of the transfer, or transfer the progress records of Choice students to an affiliated organization that will maintain the records for five years.

For instance, if the school is a Catholic school, records could be forwarded to the diocese or archdiocese. If Lutheran, to the synod.

Parents must give permission for this records transfer prior to the transfer.

### ***1-2.7 Pupil Records-School Closure***



#### **Notes:**

It is important for Choice students to be able to access their student records in the future. The legislature set specific requirements that must be met before the student records are forwarded to an affiliated organization.


Consent forms must be signed by the parent and must include these specific details.

Copies of the signed consent forms must be sent to DPI.

### **1-2.8 Tuition**

**Tuition**

- A private school participating in the Choice program may charge or receive additional tuition payments for a pupil participating in the program if:
  1. The student is in grade 9-12, AND
  2. Has a family income of more than 220% of the federal poverty level.
- Students in grades K-8 may not be charged tuition.



#### **Notes:**

Schools can't charge tuition to Choice students unless they are a high school and the parents' income is at or above 220% of the poverty level.


Choice students in grades K-8 may never be charged tuition.

Charging tuition is optional, schools decide if they want to charge additional tuition.

### **1-2.9 Tuition**

**Tuition (contd.)**

- The school determines whether the pupil's income is over 220% of the federal poverty level. Schools may use the DPI Tuition Determination form.
- The school must establish a process for the governing body of the school to accept appeals regarding determinations to charge tuition.



**Notes:**

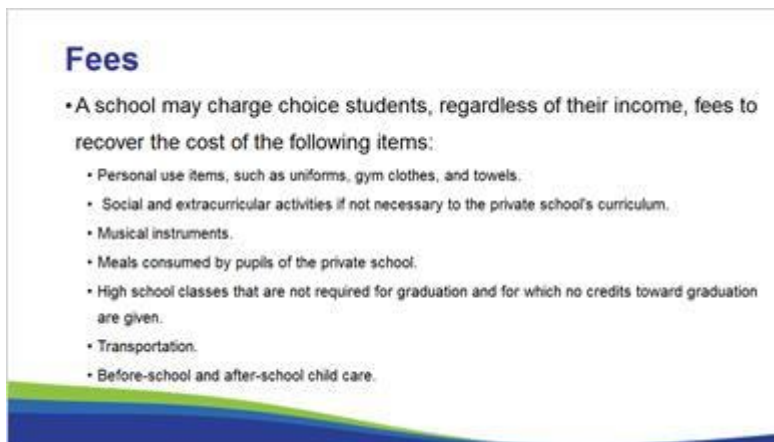
The school must determine if a high school student may be charged tuition.

Schools may want to use the DPI Tuition Determination form. A link to the form is included on the Resources Tab.

The school's auditor will verify the school properly charged Choice students tuition.

If the school charges tuition, it must adopt a process to accept appeals from the Choice parents for the tuition charges.

**1-2.10 Fees**



**Fees**

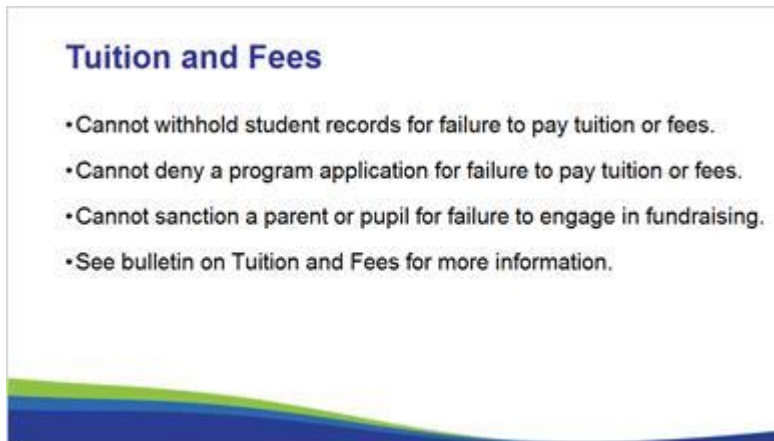
- A school may charge choice students, regardless of their income, fees to recover the cost of the following items:
  - Personal use items, such as uniforms, gym clothes, and towels.
  - Social and extracurricular activities if not necessary to the private school's curriculum.
  - Musical instruments.
  - Meals consumed by pupils of the private school.
  - High school classes that are not required for graduation and for which no credits toward graduation are given.
  - Transportation.
  - Before-school and after-school child care.

**Notes:**

Private schools may be used to charging fees for many items. The Choice law clearly limits charges for Choice students to only the items listed here. If it's not on this list, your school may not charge a fee for it.



### ***1-2.11 Tuition and Fees***



#### **Notes:**

If your school charges Choice students tuition or fees remember:

- Choice schools cannot withhold student records for failure to pay tuition or fees.
- A school cannot deny a Choice application for failure to pay tuition or fees.
- A school cannot sanction a Choice parent or pupil for failure to engage in fundraising.


The school may choose other collection methods, such as small claims court.

Please see the [Student Tuition and Fees Bulletin](#) for additional information. A link to the Bulletin can be found on the Resources tab.

### ***1-2.12 Pupil Academic Standards***

**Pupil Academic Standards**

- The governing body of each Choice school must adopt pupil academic standards in math, science, reading and writing, geography and history.
- The standards must describe what pupils at each grade level must know and be able to do in each subject area.




**Notes:**

Each Choice school shall adopt pupil academic standards in math, science, reading and writing, geography and history. These standards shall describe what students at each grade level must know and be able to do in each subject area.

### ***1-2.13 Pupil Academic Standards***

**Pupil Academic Standards (contd.)**

- Schools must submit a copy of their standards to DPI by August 1 prior to the start of school and provide a copy to attending or applying pupils and/or their parents upon request.
- Schools can adopt the standards issued by the governor as Executive Order No. 326, dated January 13, 1998

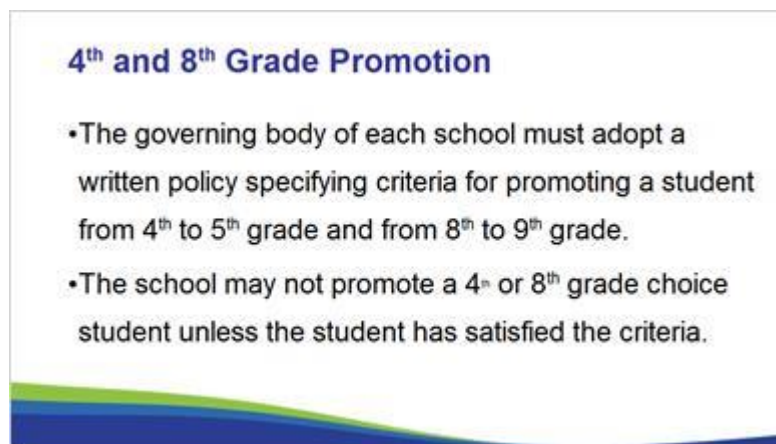


**Notes:**

Schools are required to submit a copy of their standards to DPI by August 1 of each year. They shall also provide a copy to pupils and parents upon request.

Standards are included in the Disclosure of Information report submitted by each August 1 by all Choice schools.

### ***1-2.14 4th and 8th Grade Promotion***



**4<sup>th</sup> and 8<sup>th</sup> Grade Promotion**

- The governing body of each school must adopt a written policy specifying criteria for promoting a student from 4<sup>th</sup> to 5<sup>th</sup> grade and from 8<sup>th</sup> to 9<sup>th</sup> grade.
- The school may not promote a 4<sup>th</sup> or 8<sup>th</sup> grade choice student unless the student has satisfied the criteria.


#### **Notes:**

Each school must adopt a written policy indicating criteria for promoting a student from 4<sup>th</sup> to 5<sup>th</sup> grade and from 8<sup>th</sup> to 9<sup>th</sup> grade. Satisfaction of the criteria is necessary for a student to be promoted in these grades.

### ***1-2.15 4th and 8th Grade Promotion***

**4<sup>th</sup> and 8<sup>th</sup> Grade Promotion (contd.)**

- The criteria must include
  - the pupil's score on the state examinations, unless excused according to state procedures,
  - the pupil's academic performance,
  - recommendations of teachers which shall be based solely on the pupil's academic performance; and
  - any other academic criteria specified by the governing body.




**Notes:**

Criteria for promotion includes the pupil's score on the state examinations, the pupil's academic performance, recommendations of teachers based on academic performance and any other academic criteria specified by the school.

### ***1-2.16 High School Diplomas***

**High School Diplomas**

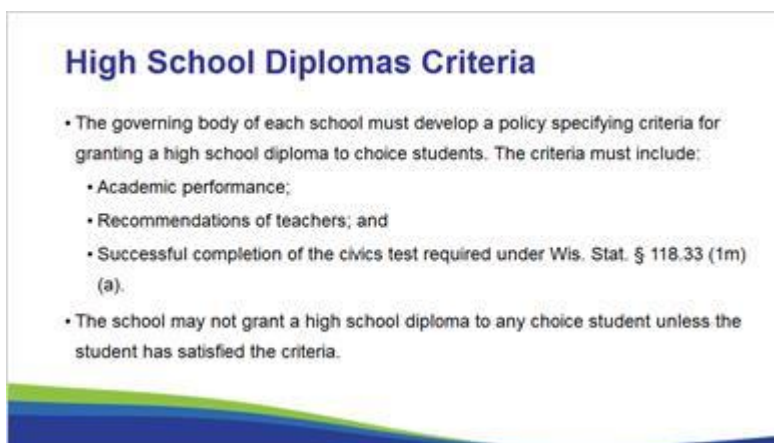
- Schools with grades 9-12, must issue a high school diploma or certificate to each Choice student who satisfactorily completes the course of instruction and any other requirements necessary for high school graduation.



**Notes:**

High schools serving choice students must issue a high school diploma or certificate to each Choice student who satisfactorily completes the course of instruction and any other requirements necessary for high school graduation.

### ***1-2.17 High School Diplomas Criteria***



**Notes:**

Each school must develop a policy for granting a high school diploma to choice students. The criteria must include academic performance, teacher recommendations, and successful completion of the required civics test. The high school diploma may not be granted unless the student has satisfied the criteria.

Please refer to Training Module 4 for additional information on High School Diploma requirements and the required civics test.



**Notes:**

If you have any questions about the information discussed in this training, please see the Private School Choice Programs homepage. The left menu bar of the Private School Choice Programs homepage has resources for both schools and parents.

Choice schools may also contact the Choice team at [privateschoolchoice@dpi.wi.gov](mailto:privateschoolchoice@dpi.wi.gov), or call the toll-free number at 1-888-245-2732, extension 3 with questions.